



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

Canc frp: Aug 04

SPAWARINFOTECHCENNOTE 5216
ITC00
04 Aug 2003

SPAWARINFOTECHCEN NOTICE 5216

Subj: "BY DIRECTION" SIGNATURE AUTHORITY

Ref: (a) SECNAVINST 5216.5D
(b) U.S. Government Printing Office Style Manual
(c) U.S. Navy Regulations 1990
(d) SPAWARINFOTECHCENINST 5216.1

Encl: (1) Individuals Authorized to Sign "By direction"

1. Purpose. To issue a listing of personnel authorized to sign routine Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) "By direction" correspondence. All correspondence (e.g., letters, directives, and memoranda) will adhere to the guidelines in references (a) and (b).

2. Cancellation. SPAWARINFOTECHCENNOTE 5216 of 9 May 2002.

3. Action

a. Per references (a) through (c), personnel listed in enclosure (1) are authorized to sign "By direction" on routine matters pertaining to their respective areas of responsibility. The Executive Director and the Executive Officer are authorized to sign all SPAWARINFOTECHCEN correspondence over their title or "By direction." Authorized personnel are required to follow the provisions of reference (a), when signing "By direction" correspondence. The Commanding Officer must personally sign documents that:

(1) Establish policy.

(2) Center on the command's mission or efficiency and are addressed to higher authority.

(3) Deal with certain aspects of military justice. In this case, others may sign only if a staff legal officers has approved it.

(4) Are required by law or regulation.

b. All "By direction" correspondence will be forwarded to the Administrative Management Branch, SPAWARINFOTECHCEN (ITC121) per reference (d).

c. SPAWARINFOTECHCEN Detachments Millington, TN; Washington, DC; San Diego, CA; and Norfolk, VA will call to request a serialization number from SPAWARINFOTECHCEN Administrative Management Division at commercial (504) 697-2106/2099 or DSN 647-2106/2099. Upon receipt of the serialization number, the detachments will serialize, date, and fax a signed copy of the completed correspondence to (504) 697-0390 or DSN 647-0390 for retention in command files.

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4. Cancellation contingency. This notice will remain in effect until superseded by a new notice bearing the same subject.


PEGGY A. FELDMANN

Distribution: (SPAWARINFOTECHCENINST 5218.1A)
Lists A, B, and C

SPAWARINFOTECHCEN DET Millington, TN
SPAWARINFOTECHCEN DET Washington, DC
SPAWARINFOTECHCEN DET Norfolk, VA
SPAWARINFOTECHCEN DET San Diego, CA

INDIVIDUALS AUTHORIZED TO SIGN "BY DIRECTION"

<u>CODE</u>	<u>BILLET TITLE</u>	<u>NAME</u>
ITC01	Executive Director	Mr. Michael J. Kirsch
ITC02	Executive Officer	CDR(Sel) Scott Langley
ITC00F	Comptroller	Mr. Anthony Jones
ITC00L	Counsel	Mr. Ray Johansmeier
ITC12	Travel Orders/Vouchers	Mr. Joseph J. Kondas
NW00	CDA WASHDC Detachment Washington, DC	TBD
ITC112	SPAWARINFOTECHCEN DET Millington, TN	Mr. John B. Stroupe
ITC51121	SPAWARINFOTECHCEN DET Norfolk, VA	ITCS(SW) Ralph B Colander, Jr. YNC R. E. Morton, Jr.
ITC51122	SPAWARINFOTECHCEN DET San Diego, CA	PNCM(SW/AW) C. N. Chiong PNCM(SW) C. I. Macias

Enclosure (1)